



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, DECEMBER 21, 2005  
12:00 NOON  
WEST KNOLL APARTMENTS  
838 WEST KNOLL DRIVE  
WEST HOLLYWOOD, CA 90069  
(323) 553-3090**

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**1. Call to Order**

**2. Roll Call**

**Henry Porter, Jr., Chair**  
**Lynn Caffrey Gabriel, Vice Chair**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Sharon M.Y. Lowe**  
**Andrew Nguyen**  
**Dora Nowden**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of November 16, 2005

**4. Report of the Executive Director**

**5. Staff Presentations**

Update on Ujima Village housing development - Georgina Tamayo

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

## **Regular Agenda**

- 7. Approve a Construction Contract for Site and Dwelling Structure Improvement at Linsley and Firmona Family Housing Developments (2)**  
Recommend approval of environmental findings that site improvements at the Linsley and Firmona family housing developments, located at 4621 and 4625 Linsley Street, Compton and 11117 and 11119 Firmona Avenue, Englewood, respectively, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment; recommend award of a Construction Contract (Contract) in the amount of \$93,510 to CAS General Contractor, to complete the site and dwelling structure improvements at the subject properties; and authorize the Executive Director to use a total of \$93,510 in Replacement Housing Factor (RHF) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described above. (APPROVE)
- 8. Approve Construction Contract for Tub Replacements at the Santa Monica RHCP Family Housing Developments (4)**  
Recommend approval of the replacement of tubs in 20 units of the Santa Monica Rental Housing Construction Program (RHCP) family housing developments, located at 1855 9<sup>th</sup> Street, 1450 14<sup>th</sup> Street, and 2006 20<sup>th</sup> Street in the City of Santa Monica, is exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed work will not have the potential for causing a significant effect on the environment; and authorize the Executive Director of the Housing Authority to execute a Construction Contract (Contract, with AZ Home, Inc. presented in substantially final form, in the amount of \$103,356, to complete the tub replacements at the above sites, as described herein, to be effective after issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval. (APPROVE)
- 9. Housing Commissioner Comments and Recommendations for Future Agendas**  
Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [Marisol.Ramirez@lacdc.org](mailto:Marisol.Ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, November 16, 2005

The meeting was convened at the Housing Authority's main office located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter, Jr. at 12:35 p.m.

**ROLL CALL**

**Present**

**Absent**

Severyn Aszkenazy

X

Philip Dauk

X

Lynn Caffrey Gabriel

X

Sharon M.Y. Lowe

X

Andrew Nguyen

X

Dora Nowden

X

Henry Porter, Jr.

X

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director

Rebecca Craigo, Director, Assisted Housing Division

Marie Quon-Hom, Assistant Director, Assisted Housing Division

Maria Badrakhan, Director, Housing Management Division

Esther Keosababian, Assistant Director, Housing Management Division

Arlene Black, Manager, Housing Management Division

Emilio Salas, Director, Administrative Services

Geoffrey Siebens, Manager, Construction Management Division

Rick Peters, Manager, Information Technology, Administrative Services

Linda Alexander, Program Administrator, OCEP

**GUESTS PRESENT:**

No guests were in attendance.

### **Reading and Approval of the Minutes of the Previous Meetings**

On Motion by Commissioner Lowe, seconded by Commissioner Nowden, and Commissioner Gabriel abstaining, the Minutes of the Regular Meeting of September 28, 2005 were approved.

### **Agenda Item No. 4 - Report of the Executive Director**

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover noted that a schedule of holiday activities for residents and tenants has been distributed. Commissioners are invited to attend these activities, and my contact the Executive Office for more information.

The December meeting will include election of the Chair and Vice-Chair for 2006. Nominations will be taken from the floor and ballot forms will be provided.

### **Agenda Item No. 5 - Staff Presentations**

Geoffery Siebens reported on the status of current construction projects.

Linda Alexander provided a presentation on the Office of Community and Education Partnerships (OCEP).

### **Agenda Item No. 6 Public Comments**

No members of the public were in attendance.

### **Regular Agenda**

**On Motion by Commissioner Gabriel, seconded by Commissioner Nowden, and unanimously carried, the following was approved with two changes:**

APPROVE COMMISSION 2006 MEETING SCHEDULE  
AGENDA ITEM # 7

The meeting of November 22, 2006 was changed to November 29, 2006, and the meeting of December 27, 2006 was changed to December 20, 2006.

**The following matter was removed from the agenda, for the reasons noted below:**

APPROVE CONSTRUCTION CONTRACT FOR SITE IMPROVEMENTS AT  
SUNDANCE VISTA AND WHITTIER MANOR HOUSING DEVELOPMENTS (1)  
AGENDA ITEM # 8

This matter was removed from the agenda because another firm is contesting the contract award to AZ Home, Inc.

**On Motion by Commissioner Lowe, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE ELEVATOR MAINTENANCE SERVICES CONTRACT FOR 14 SENIOR  
HOUSING DEVELOPMENTS (ALL DISTRICTS)  
AGENDA ITEM NO. 9**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Contract for Elevator Maintenance Services (Contract), and all related documents, with Excelsior Elevator Corporation, to provide elevator maintenance services for 36 elevators located at the 14 senior housing developments identified in Attachment B, and to use for this purpose a total of \$52,373.16, comprised of \$43,748.60 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and \$8,624.56 in Project-Based Section 8 Program funds allocated by HUD.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at \$53,421.00 for the second year and \$54,488.64 for the third year, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all necessary administrative amendments to the Contract as well as any amendments to increase the compensation amount, following approval as to form by County Counsel, in an amount not to exceed 25 percent per year, to provide for any unforeseen needed elevator maintenance services, using the same sources of funds described above.

**On Motion by Commissioner Dauk, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE RENT COMPARABLE SYSTEM AND RELATED CONSULTING  
SERVICES CONTRACT FOR THE SECTION 8 HOUSING CHOICE VOUCHER  
PROGRAM (ALL DISTRICTS)  
AGENDA ITEM NO. 10**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Rent Comparable System and Related Consulting Services Contract (Contract),

and all related documents, with Market Vision Partners, LLC, in an amount not to exceed \$125,000, to provide Internet-based rent reasonableness services for the Section 8 Housing Choice Voucher Program, and to use for this purpose a total of \$125,000 in Section 8 Housing Choice Voucher Program Administrative Fees allocated by the U.S. Department of Housing and Urban Development (HUD).

2. Recommend that the Board of Commissioners authorize the Executive Director to extend the Contract time of performance for a maximum of two years, in one-year increments, at \$70,000 each for the second and third years, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Contract, following approval as to form by County Counsel, in an amount not to exceed five percent per year, to provide for any unforeseen needed consulting services, using the same source of funds.

**Agenda Item No. 9 - Housing Commissioner Comments and Recommendations for Future Agenda Items**

A request was made to have a staff presentation on the status of the Ujima Village housing development.

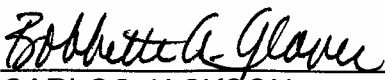
Commissioner Lowe announced that she is resigning from the Housing Commission and that the December meeting will be her last. She was recently appointed to the City of Los Angeles East Area Planning Commission.

Commissioner Lowe's suggestion that the next meeting be changed from December 28, 2005 to December 21, 2005, was approved.

The next scheduled meeting of the Housing Commission will be held at 12:00 Noon on Wednesday, December 21, 2005, at the West Knoll Apartments, 838 West Knoll Drive, West Hollywood, CA 90069.

On Motion by Commissioner Gabriel, the Regular Meeting of November 16, 2005, was adjourned at 1:40 p.m.

Respectfully submitted,

  
for CARLOS JACKSON  
Secretary -Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

December 21, 2005

TO: Housing Commissioners  
FROM: Rebecca L. Craig, Director  
Assisted Housing Division  
RE: **THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

For the month of November, two educational reimbursements were awarded to FSS participants to assist with Fall 2005 college tuition. FSS provided bus tokens to two working families to assist with their commute to work or school. Requested resource information for emergency health and nutrition, employment opportunities, home ownership workshops and domestic violence were mailed to seven families.

During this month, participants were provided with property rental listings and received information about the current payment standards and voucher size policies via mail, fax, phone or while meeting with staff regarding their annual re-certification process. Additionally, information on budgeting, saving money and loan programs were mailed to three participants interested in future homeownership.

On Wednesday, November 23, 2005, FSS was notified and received seven 20-25 pound turkeys from an anonymous donor. FSS staff randomly selected participants from each district and offered turkeys to those willing to pick them up before 5 pm that day. FSS staff were able to greet seven happy families as they arrived at the Santa Fe Springs office to pick-up a turkey for their family. The families expressed their appreciation and gratitude to staff and the donor who made their holiday extra special.

**Graduates**

This month, 2 families graduated from the FSS program. The total number of graduates to date is 147.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Commissionreport1105



**Housing Commission  
2006 Meeting Schedule  
12:00 noon**

**FOR YOUR INFORMATION ONLY**

<u>Date</u>	<u>Site</u>	<u>Address/ Telephone #</u>	<u>District</u>	<u>Description</u>
January 25	Nueva Maravilla	4909 Cesar E. Chavez Ave. Los Angeles, CA 90022 (323) 260-2188	1	504 Units of Family / Senior Housing
February 22	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext # 8196	N/A	N/A
March 22	Lancaster Homes	711-737 W. Jackman Street Lancaster, CA 93534 (661) 255-5818	5	120 Units of Senior Housing
April 26	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
May 24	Carmelitos	851 Via Carmelitos Long Beach, CA 90805 (562) 423-5464	4	713 Units of Family / Senior Housing
June 28	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (5260) 347-4663 ext # 8196	N/A	N/A
July 26	South Bay Gardens	230 E. 130 <sup>th</sup> Street Los Angeles, CA 90061 (323) 242-1717	2	100 Units of Senior Housing
August 23	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
September 27	Marina Manor	3405 Via Dolce Marina Del Rey, CA 90092 (323) 653-3090	3	71 Units of Senior Housing
October 25	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext # 8196	N/A	N/A
November 29	South Whittier Community Resource Center	10750 Laurel Ave. Whittier, CA 90605 (562) 946-2425	1/4	Community Center
December 20	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A





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*Commissioners*

**Carlos Jackson**  
*Executive Director*

December 21, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE A CONSTRUCTION CONTRACT FOR SITE AND DWELLING  
STRUCTURE IMPROVEMENTS AT THE LINSLEY AND FIRMONA FAMILY  
HOUSING DEVELOPMENTS (2)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the site and dwelling structure improvements at the Linsley and Firmona family housing developments, located at 4621 and 4625 Linsley Street, Compton and 11117 and 11119 Firmona Avenue, Englewood, respectively, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract) in the amount of \$93,510 to CAS General Contractor, to complete the site and dwelling structure improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$93,510 in Replacement Housing Factor (RHF) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described above.



4. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$18,702 for unforeseen project costs, using the same source of funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract that provides for a construction period of 90 calendar days to complete site and dwelling structure improvements at the Linsley and Firmona family housing developments.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$93,510 in RHF funds included in the Housing Authority's approved Fiscal Year 2005-2006 budget. A 20 percent contingency, in the amount of \$18,702, is also being set aside for unforeseen costs using the same source of funds. The staff estimate to complete the work is \$72,400.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

In July 2000, the Board authorized the Housing Authority to submit, as part of the Agency Plan, an RHF application to HUD to provide funding for the replacement of public housing units that had been demolished or sold. HUD subsequently approved the application, including funding for the acquisition and rehabilitation of the subject properties. In November 2004, HUD approved a replacement housing plan which included the acquisition of the subject properties.

The Linsley housing development is comprised of two, two-bedroom units of family housing. The Housing Authority wishes to retain the services of CAS General Contractor to complete the following improvements at the subject housing development: replace all bedroom, closet and exterior doors; replace carpets; replace kitchen cabinets and counter tops and abate surrounding lead-based paint; replace all smoke detectors and light fixtures; paint the interior and exterior of the building; remove and replace the roof shingles and abate asbestos roof masking; replace the driveway and entrance gate; replace all window guards; remove existing trees, landscape and install sod; remove and replace the existing concrete walkway; and complete all other associated work.

The Firmona housing development is also comprised of two, two-bedroom units of family housing. The Housing Authority wishes to retain the services of CAS General Contractor to complete the following improvements at the subject housing development: replace all closet doors; replace carpets, vinyl floors and base molding; replace kitchen cabinets, sinks, and countertops and abate surrounding lead-based paint; replace

Honorable Housing Commissioners

December 21, 2005

Page 3

bathtubs, shower valves, and shower doors; paint the interior; replace security locksets in front and rear doors; install new window screens; and complete all associated work.

It is anticipated that the site improvements for the above properties will be completed within 90 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, CAS General Contractor will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by CAS General Contractor.

#### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

#### **CONTRACTING PROCESS:**

On October 18, 2005, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 474 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen website. Ten bid packages were requested and distributed.

On November 18, 2005, two bids were received and formally opened. The lowest bid, submitted by CAS General Contractor, was determined to be the most responsive and, therefore, is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners  
December 21, 2005  
Page 4

**IMPACT ON CURRENT PROJECT:**

The award of the Contract will provide the residents with safe and improved living conditions and enhance the environment for the Linsley and Firmona sites.

Respectfully submitted,

*Bobbette A. Goner*  
for CARLOS JACKSON  
Executive Director

Attachments: 2  
CJ:MD:Linsley\_Firmona

## ATTACHMENT A

### Summary of Outreach Activities

On October 18, 2005, the following outreach was initiated to identify a contractor for site and dwelling structure improvements at the Linsley and Firmona family housing developments, located at 4621 and 4625 Linsley Street, Compton, and 11117 and 11119 Firmona Avenue, Englewood, CA, respectively.

#### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 474 contractors, of which 407 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, ten bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On November 1, 2005, a recommended pre-bid conference and site walk was conducted. Ten firms were in attendance.

#### D. Bid Results

On November 18, 2005, a total of two bids were received and publicly opened. The lowest bid, submitted by CAS General Contractor, was determined to be the most responsive and, therefore, is being recommended for the Contract award. The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
CAS General Contractor*	\$ 93,510.00
AZ Home, Inc.	\$144,867.00

\*Minority-owned firm

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
CAS General Contractor	Minority	Total: 4 4 minorities 0 women 100% minorities 0% women
Allied Industries Inc. (Abatement Sub-contractor)	Minority	Total: 4 4 minorities 0 women 100% minorities 0% women

F. Minority/Female Participation – Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
AZ Home, Inc.	Non-Minority	Total: 5 0 minorities 1 woman 0% minorities 20% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.



## **Contract Summary**

**Project Name:** Linsley and Firmona site and building improvements  
**Location:** 4621 & 4625 Linsley Street, Compton, and 11117 & 11119  
Firmona Avenue, Inglewood, California  
**Bid Number:** CM-05-062  
**Bid Date:** November 18, 2005 at 2 p.m.  
**Contractor:** CAS General Contractor  
**Services:** 4621 & 4625 Linsley Street, Compton

Replace all bedroom, closet and exterior doors; replace carpets; replace kitchen cabinets and counter tops and abate surrounding lead-based paint; remove all smoke detectors and light fixtures; paint the interior and exterior of the building; remove and replace the roof shingles and abate asbestos roof masking; replace the driveway and entrance gate; replace all window guards; remove existing trees, landscape and install sod; remove and replace the existing concrete walkway; and complete all other associated work.

11117 & 11119 Firmona Avenue, Inglewood

Replace all closet doors; replace carpets, vinyl floors and base molding; replace kitchen cabinets, sinks, and countertops and abate surrounding lead-based paint; replace bathtubs, shower valves, and shower doors; paint the interior; replace security locksets in front and rear doors; install new window screens; and complete all associated work.

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within ninety (90) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **four hundred dollars (\$400)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of ninety three thousand five hundred and ten dollars **(\$93,510.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency: \$18,702.00**



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December 21, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR TUB REPLACEMENTS AT THE  
SANTA MONICA RHCP FAMILY HOUSING DEVELOPMENTS (4)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the replacement of tubs in 20 units of the Santa Monica Rental Housing Construction Program (RHCP) family housing developments, located at 1855 9<sup>th</sup> Street, 1450 14<sup>th</sup> Street, and 2006 20<sup>th</sup> Street in the City of Santa Monica, is exempt from the California Environmental Quality Act (CEQA), as described herein, because the proposed work will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a Construction Contract (Contract), with AZ Home, Inc. presented in substantially final form, in the amount of \$103,356, to complete the tub replacements at the above sites, as described herein, to be effective after issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$103,356 in RHCP Replacement Reserves allocated by the State of California, for the purpose described herein; and authorize the Executive Director to approve Contract change orders in an amount not to exceed \$20,671, for unforeseen project costs, using the same source of funds.

4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate \$124,027 in RHCP Replacement Reserves into the Housing Authority's Fiscal Year 2005-2006 budget, as needed, for the purposes described above.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract that provides for a construction period of 50 calendar days to complete the tub replacement at three housing developments.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$103,356 in RHCP Replacement Reserves allocated by the State of California. A 20 percent contingency, in the amount of \$20,671, is also being set aside for unforeseen costs, using the same source of funds. The staff estimate to complete the work is \$99,350.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Each year the Housing Authority submits to the State of California a Budget for management of state-owned RHCP sites operated by the Housing Authority, including the subject housing developments. The developments were constructed in 1983 and consist of 11 units at 1855 9<sup>th</sup> Street, 19 units at 1450 14<sup>th</sup> Street, and 11 units at 2006 20<sup>th</sup> Street.

The Housing Authority wishes to award the attached Contract to AZ Home, Inc. to perform the following work at the subject RHCP housing developments: remove the existing tubs and replace with new cast iron tubs; remove the existing shower surrounds and replace with new Sultrex shower surrounds; replace existing tub and shower plumbing fixtures; install two access panels for plumbing lines and shower controls in each unit receiving new tubs; and complete other related work. In addition to the tub replacements, AZ Home, Inc. will replace the exterior front concrete steps and top and bottom landings and the street-level ramp landing at the 14<sup>th</sup> Street site.

Currently, the Housing Authority is obtaining the State of California's approval of AZ Home, Inc. to complete the above work. The 20 tubs addressed by this Contract were identified by the Housing Authority as those most in need of replacement. The Housing Authority may consider other tubs for replacement as funding becomes available.

Should AZ Home, Inc. require additional or replacement personnel after the effective date of this Contract it will give consideration for such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program who meet the firm's minimum qualifications for the open position. AZ Home, Inc. will contact the County's GAIN/GROW Division for a list of participants by job category.

The Contract will be effective after approval as to form by County Counsel and issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

**ENVIRONMENTAL DOCUMENTATION:**

The project is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On September 1, 2005, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject properties. Invitations for Bids were mailed to 470 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. A total of four bid packages were requested and distributed.


On October 5, 2005, three bids were received and formally opened. The bid submitted by AZ Home, Inc. was the lowest responsive bid and, therefore, is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The removal and replacement of the tubs will help ensure the long-term durability of the subject housing developments.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

## ATTACHMENT A

### Summary of Outreach Activities

#### Construction Contract for three Rental Housing Construction Program (RHCP) Family Housing Developments in the City of Santa Monica

On September 1, 2005, the following outreach was initiated to identify a contractor to complete tub replacements at three RHCP family housing developments, located at 1855 9<sup>th</sup> Street, 1450 14<sup>th</sup> Street, and 2006 20<sup>th</sup> Street, all in the City of Santa Monica.

##### A. Newspaper Advertising

Announcements appeared in eight local newspapers.

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

##### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 470 contractors, of which 322 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, four bid packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On September 14, 2005, a mandatory pre-bid conference and site walk was conducted. Four firms were in attendance.

##### D. Bid Results

On October 5, 2005, a total of three bids were received and publicly opened. One firm identified itself as minority-owned. The bid submitted by AZ Home, Inc. was the lowest responsive bid and, therefore, is being recommended for the Contract award.



The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
AZ Home, Inc.	\$103,356
Ashlar Contractors & Developers, Inc.	\$143,604
Natural Building Maintenance, Corp.*	\$149,520

\*Minority-owned firm.

E. Minority/Women Participation – Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
AZ Home, Inc.	Non-Minority	Total: 6 0 minorities 2 women 0% minority 33% women

F. Minority/Women Participation - Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ashlar Contractors & Developers, Inc.	Non-Minority	Declined to provide information
Natural Building Maintenance, Corp.	Minority	Total: 14 14 minorities 3 women 100% minority 21% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contracting process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** Tub Replacement at the Santa Monica RHCP Family Housing Developments  
**Location:** 1855 9<sup>th</sup> Street, 1450 14<sup>th</sup> Street, 2006 20<sup>th</sup> Street, Santa Monica, CA  
**Bid Number:** CM-05-022R1  
**Bid Date:** October 5, 2005  
**Contractor:** A.Z. Home, Inc.  
**Services:** Tub replacement & minor concrete replacement at the 14<sup>th</sup> Street site.

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within thirty (30) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within fifty (50) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred Three Thousand Three Hundred Fifty-Six Dollars and Zero Cents (\$103,356.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$20,671.00